

**RESOLUTION 2015 – 03**  
**A RESOLUTION AUTHORIZING THE SIGNING OF CONTRACTS FOR**  
**ADMINISTRATIVE SUPPLIES AND SERVICES**

WHEREAS, the City makes use of numerous vendors throughout the year to provide administrative supplies and services to help the City effectuate the day to day operation needs of the organization;

WHEREAS, the said vendors may require the signing of contracts before the goods or services are provided;

WHEREAS, all departments of the City are required to follow the Council adopted Purchasing Policy and must strictly abide by the appropriated authority within each years' budget;

WHEREAS, the City has adopted the City Manager form of government whereas City staff are hired to complete administrative tasks in an efficient expedited manner;

NOW THEREFORE, City Manager Daniel Ainslie or Mayor Mark Carstensen are hereby authorized to execute said administrative contracts for goods or services that comply with the parameters of the City Council adopted Purchasing Policy throughout calendar year 2015.

Dated this 5<sup>th</sup> day of January, 2015.

CITY OF STURGIS

\_\_\_\_\_  
Mayor Mark Carstensen

ATTEST:

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Fay Bueno  
City Finance Officer

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